2016-2017 ADULT EDUCATION GRANT CONTINUATION PACKET CHECKLIST

Electronic grant continuation applications should include the following:

DOCUMENT	CONTENTS	NOTES
Form 1 – Cover Sheet	Applicant basic info	One per Fiscal Agent (Microsoft Word)
Narrative	A. Consortium Management B. AE Program Learner Engagement and Completion C. College and Career Readiness D. WorkINdiana	A. One response per Consortium; 3 page limit per response (Microsoft Word) B. One response per AE provider; 5 page limit per response (Microsoft Word) C. One response per AE provider; 3 page limit per response (Microsoft Word) D. One response per AE provider; 1 page limit per response (Microsoft Word)
Form 2A	Budget	One per Fiscal Agent (Microsoft Excel)
Form 2B	Admin Waiver	One per Fiscal Agent (as needed). **Must be signed, scanned, and returned as a PDF.**
Form 2E	Sub-grantee Budget	One per Fiscal Agent (Microsoft Excel)
Form 2D	Staffing	One per AE Provider (Microsoft Excel)
Form 2F	AE Locations & Classes List	One per AE Provider (Microsoft Excel)
Form 3	Consortium Performance Measures	One per Consortium (Microsoft Word)
Form 6	AE Provider Performance Measures	One per AE Provider (Microsoft Word)
Form 4	Assurances	One per Fiscal Agent. **Must be signed, scanned, and returned as a PDF**
Form 5	Authors list	One per Fiscal Agent (Microsoft Word)